

Layoff Information for Non-contract Employees

This document is being provided to assist you in understanding and getting started with DAS-HRE programs designed to promote the retention and reinstatement of state workers impacted by layoff – Outplacement, Recall, and Extended Outplacement.

OUTPLACEMENT

What is it?

Outplacement is a program for state employees who have been notified of layoff. Outplacement eligible applicants are referred to hiring departments before a position can be posted for outside recruitment. As an outplacement participant, you will be automatically enrolled for the class you held at the time of your layoff notification. In addition to that class, you may choose up to 15 other job classes in which you would accept employment. If you meet the minimum qualifications for the job classes, your name will be referred for future vacancies. Outplacement eligibility ends once the layoff date has been reached. Participation in the outplacement program is optional.

Within the next few days, you will receive notification of the steps to take to enroll in the Outplacement Program. This is done through the State's online applicant tracking system, BrassRing. In preparation for that, you may wish to update your online application to reflect your most current work and education experience. You can do that by visiting our website at <http://das.hre.iowa.gov/iowa.jobs.promo.html> and selecting the **Add/Update Resume/Application** link.

If you do not have access to the internet or are unable to complete this process electronically, please contact DAS-HRE at (515) 281-5889 to request paper application materials. Your paper application will be entered into BrassRing.

RECALL

What is it?

Recall is a program for state employees who have reached their layoff date or are released to work from long term disability. You are eligible for recall only to the class you held in the same layoff unit at the time of your lay off. That action will happen automatically when you are laid off. No further action is required by you. Eligibility ends once you accept a position or after one year.

EXTENDED OUTPLACEMENT

What is it?

Extended Outplacement is a program for non-contract state employees who have been laid off. You may choose up to 15 other job classes in which you would accept employment, in addition to your layoff class. Referral for Extended Outplacement is the same as for Outplacement. Extended Outplacement eligibility will expire on the two (2) year anniversary of your layoff date. Participation in the program is optional. After your layoff date, you will be contacted by a staff member from the Department of Administrative Services, Human Resource Enterprise with further instructions. If you did not participate in the initial Outplacement program, you will need to complete an application for employment through the State's online applicant tracking system, BrassRing. As above, if you do not have access to the internet or if for any reason you do not wish to complete this process electronically, please contact DAS-HRE at (515) 281-5889 to request paper application materials.

DAS-HRE staff is available to provide individual consultation and to respond to questions you may have. Please contact the DAS HRE Employment Bureau at (515) 281-5889 or via email to **DASHRE.Info@iowa.gov** for assistance.